

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

SECRETARY OF THE SENATE

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

17 SEP -5 PM 3:55

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☐ The original *Employee Pre-Travel Authorization* (Form RE-1), AND
☐ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): The Aspen Institute

Travel date(s): August 28 - 29, 2017

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount	\$753.10	\$134	\$103.50	\$173.14 (mtf room and incidentals)

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

See attached agenda

9/5/17
(Date)

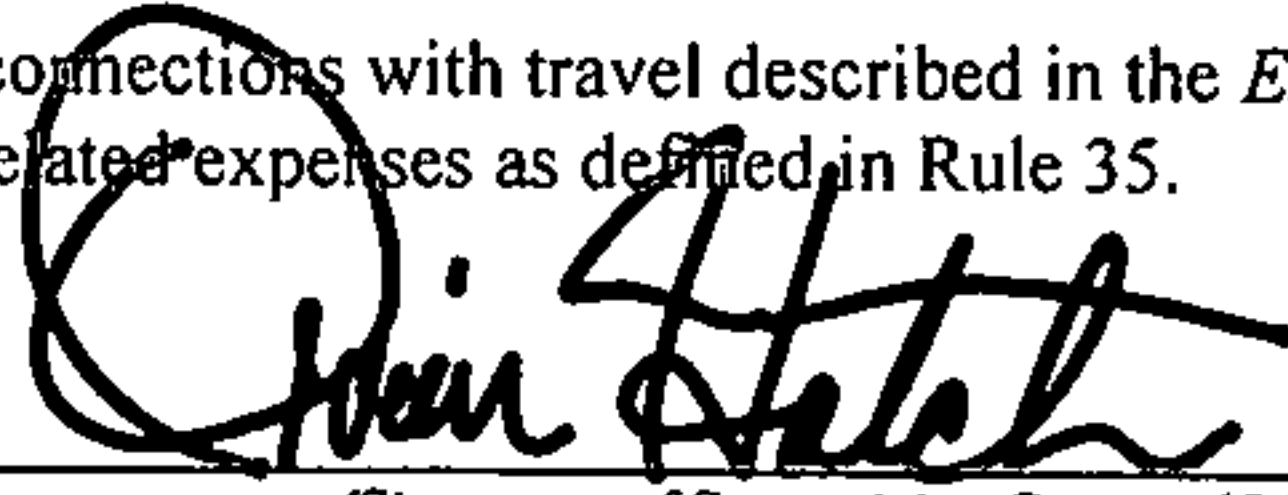
Rebecca Shipp
(Printed name of traveler)


(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

9/5/17
(Date)


(Signature of Supervising Senator/Officer)

Aspen Retreat for Senior Congressional Staff Network on Mobility from Poverty

Mobility from Poverty: Recent Trends and Potential Responses

Hilton Cleveland Downtown
100 Lakeside Ave E
Cleveland, OH 44114
P: 216-413-5000

August 28-29, 2017

AGENDA

Retreat Goals:

Understand how economic mobility has changed over time and learn how neighborhood characteristics can influence economic mobility and intergenerational poverty.

Understand recent evidence on the effectiveness of interventions designed to increase mobility from poverty, including interventions that address the role of family, the role of place, and the changing structure of labor markets.

- Engage in active learning and build working relationships with scholars and practitioners in the field, with state and local officials, and with colleagues from different parties and chambers.
- Explore potential roles for Congress and Executive Branch agencies in increasing mobility from poverty.

Monday, August 28, 2017

8:00 – 11:00 AM	Participants arrive and check in
11:30 – 12:00 PM	Welcome, Overview, and Retreat Objectives
12:00 – 1:00 PM	<u>Lunch with Keynote Address on Economic Mobility</u> <i>This address will review the most recent evidence on changes over time in absolute and relative income mobility, the effect of neighborhood characteristics on mobility from poverty, and potential policy responses to these trends.</i>
1:00 - 1:15 PM	Break
1:15 – 5:30 PM	<u>Site Visit with Cleveland Service Providers</u> <i>Visit with Cleveland Public Schools and partner service providers to learn how schools are being used as a platform to provide more comprehensive services to help families increase mobility from poverty. Talk with residents about the challenges they face in achieving economic stability and helping their children succeed, and their experience engaging with service providers.</i>
5:30 - 6:30 PM	Break
6:30 – 7:00 PM	Networking Reception with Expert Faculty

Staffers will have the opportunity to network with participants during the reception.

7:00 – 8:30 PM Dinner with Discussion of Earlier Sessions

Tuesday, August 29, 2017

7:30 – 8:30 PM Breakfast

8:30 – 9:15 AM Reflection on site visit

Reflection on meetings with Cleveland residents and service providers. Discuss the extent to which challenges in Cleveland resemble challenges elsewhere in the country. Identify top two learning objectives for each participant.

9:15 – 10:30 AM The Role of Family

Learn about the effect of family formation on mobility from poverty and about programs designed to more effectively integrate supports for both children and parents.

10:30 – 10:45 AM Break

10:45 – 12:00 PM Responding to Changing Labor Markets

Learn how changes in the labor market increase the challenge of mobility from poverty and consider potential policy responses, including better aligning education and sector-specific job training, wage subsidies, and other responses.

12:00 – 12:15 PM Break

12.15 – 1.30 PM Lunch with Discussion of Place-Conscious Strategies

Discuss the challenge of implementing collective impact models: how can successful, narrowly-focused programs be brought together into comprehensive strategies to address mobility on a neighborhood and regional-wide scale? What are the benefits and challenges of building mixed-income neighborhoods? How can regions build complementary strategies to improve existing neighborhoods while increasing geographic mobility for those who wish to move.

1:30 – 2:45 PM Perspectives from State and Local officials

Learn how city/county/state officials are thinking about issues related to mobility from poverty and how they view related federal policies.

2:45 – 3:00 PM Break

3:00 – 3:15 PM Complete program evaluation

3:15 – 3:45 PM Final Observations from Expert Faculty

3:45 – 4:15 PM Taking Stock: Staff Reflections and Feedback to Guide Next Steps for the Network

4:15 PM Adjourn

5:00 – 7:00 PM Participants depart for airport

Form RE-1

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors):
The Aspen Institute (Education & Society Program - E&S Program) (see continued response)
2. Description of the trip: Aspen Institute-sponsored convening for senior Congressional staffers responsible for various programs and policies that affect mobility from poverty.
3. Dates of travel: August 28-29, 2017
4. Place of travel: Cleveland, OH
5. Name and title of Senate invitees: Please see attached roster
6. I *certify* that the trip fits one of the following categories:
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
OR
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
AND
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
AND
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

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15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

The Aspen Institute holds numerous educational activities, including educational briefings, roundtables, forums, and conferences. The E&S Program works with federal, state and local education leaders to improve K-12 student achievement, particularly for traditionally underserved students.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$500.00	\$134.00	\$103.50	\$173.14 (mtg room and incidentals)

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

b) Specifically with regard to Congressional staff participation in order to support their learning on recent trends in economic mobility and new evidence on programs designed to increase mobility from poverty.

18. Reason for selecting the location of the event or trip

Meeting in Cleveland will allow participants to observe first-hand some of the challenges related to mobility from poverty and to hear directly from state and local officials. (see continued response)

19. Name and location of hotel or other lodging facility:

Hilton Cleveland Downtown, 100 Lakeside Avenue East, Cleveland, OH 44114

20. Reason(s) for selecting hotel or other lodging facility:

The hotel has sufficient meeting space and lodging to support off-the-record, non-partisan exchanges of ideas and professional learning.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Rooms are \$134/day, which reflects the per diem limit.

Meals are \$69.00/day or \$51.75 first/last day of travel which reflects the per diem limit.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Coach airfare is provided.

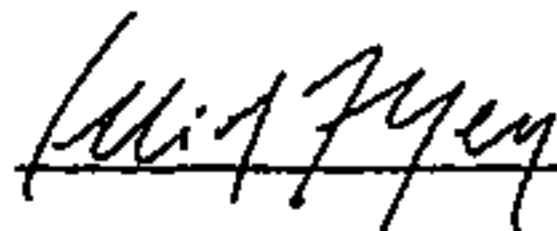
23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

none provided

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor:



Name and Title: Elliot Gerson, Executive Vice President, Policy & Public Programs

Name of Organization: The Aspen Institute

Address: 1 Dupont Circle NW, Suite 700, Washington, DC. 20036

Telephone Number: 202-736-5859

Fax Number: 202-467-0790

E-mail Address: lisa.jones@aspeninst.org

Instructions
(Do not file the Instructions with OPR)

General Instructions

- The Senate Select Committee on Ethics ("Ethics Committee") has developed guidelines for evaluating privately-sponsored trips and for judging whether trip expenses are reasonable. Trip sponsors should consult the *Senate Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel*, including the *Glossary of Terms*, prior to filling out the *Private Sponsor Travel Certification Form* and contact the Ethics Committee at (202) 224-2981 with any additional questions. The Ethics Committee will make the final determination as to whether the expenses incurred during a privately-sponsored trip are reasonable.
- If there are multiple sponsors, they should jointly complete one *Private Sponsor Travel Certification Form* for the trip. Each travel sponsor should complete the signature block.
- When evaluating a trip proposal and judging the reasonableness of expenses, the Ethics Committee will consider the following factors:
 - a. the stated mission of the organization sponsoring the trip;
 - b. the organization's prior history of sponsoring congressional trips, if any;
 - c. other educational activities performed by the organization besides sponsoring congressional trips;
 - d. whether any trips previously sponsored by the organization led to an investigation by the Select Committee on Ethics;
 - e. whether the length of the trip and the itinerary is consistent with the official purpose of the trip;
 - f. whether there is an adequate connection between a trip and official duties;
 - g. the reasonableness of the total amount spent by a sponsor of the trip;
 - h. whether there is a direct and immediate relationship between a source of funding and an event;
 - i. the maximum *per diem* rates for official Federal Government travel published annually by the General Services Administration, the Department of State, and the Department of Defense;
 - j. whether travel to a location or event is arranged or organized without regard to congressional participation, or whether it is specifically organized for Congressional staff; and
 - k. any other factor deemed relevant by the Select Committee on Ethics.

Consult the *Senate Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel*, including the *Glossary of Terms*, for further discussion of these factors.

- Responses to each question should be brief, consistent with the requirement to provide all relevant information. Attach additional pages, as necessary.
- To allow sufficient time for the Ethics Committee to review requests for privately sponsored travel, the participating Senate Members, officers, and employees must submit the completed form to the Ethics Committee at least thirty (30) days before the date of the proposed trip.

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CONGRESSIONAL STAFF

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